

SAMPLE

**MEMORANDUM OF UNDERSTANDING
For
Utah Department of Environmental Quality and Generic Public Schools**

This Memorandum of Understanding, dated XXXXX xx, 2007, is made and entered into between the Utah Department of Environmental Quality (hereinafter referred to as "DEQ") and Generic Public Schools (hereinafter referred to as "the School District").

Background

DEQ's Business & Community Assistance Program has a limited amount of funding to assist Utah School Districts with the related costs for cleanout of unwanted and/or outdated school laboratory chemical (cleanout costs). Schools meeting the funding requirements are eligible to receive reimbursement of up to \$xxx. A school district must meet the following eligibility requirements in order to receive consideration for funding:

- 1) A letter from the school to DEQ requesting funding for cleanout costs;
- 2) A complete inventory of unwanted/outdated chemicals provided to DEQ by the school;
- 3) A minimum of two bids for labor, transportation and disposal (DEQ does not require that the lowest bid be selected);
- 4) A school match of 10% of the funding amount granted by DEQ;
- 5) Chemical/laboratory training for the chemistry/science teacher (this training must meet the content/curriculum of the teacher training sponsored by DEQ in 2007);
- 6) Submittal of final bill and hazardous waste manifests to DEQ by the school;
- 7) Development and implementation of a Laboratory Chemical Hygiene Plan for the school (the chemical hygiene plan does not have to be fully implemented before funding is granted; however, dates for implementation and review must be documented); and
- 8) Development and implementation of an additional project that improves the overall environmental health of the school (the additional environmental project does not have to be fully implemented before funding is granted; however, the project must be identified and dates for development, implementation, and review must be documented).

Agreement

The parties agree that the School District has completed or intends to complete the funding reimbursement requirements. The parties further agree that the School District shall establish program implementation

dates for the review and approval of the DEQ. A status summary of funding requirements is set forth on page 2.

Requirement 1 - Letter of Funding Request from School Administrator.

Generic School District submitted a reimbursement request on xxxx, 2007.

Requirement 2 - Complete Inventory of Unwanted/Outdated Chemicals

The School District submitted an inventory of unwanted/outdated laboratory chemicals on xxxx, 2007.

Requirement 3 - Minimum of Two Bids for Labor, Transportation and Disposal

The School District submitted two bids on xxxx, 2007.

Requirement 4 - 10% School Match of Funding Granted

The total amount billed to Generic Public Schools by Safety-Kleen Systems, Inc. was \$xxx. The district's 10% match for funding equals \$xxx, and DEQ's reimbursement to the district is \$xxx.

Requirement 5 - Chemical/Laboratory Safety Training for the Chemistry Teacher

Generic School District will ensure that a minimum of one teacher will meet the requirements of the training offered by DEQ in 2007. This requirement will be met by xxxx, 2007.

Teacher/s and date completed: _____

Requirement 6 - Submittal of Final Bill and Hazardous Waste Manifests to DEQ

The School District submitted the final bill and hazardous waste manifests to the DEQ on xxxx, 2007.

Requirement 7 - Development and Implementation of a Laboratory Chemical Hygiene Plan

Generic Public School's Chemical Hygiene Plan is currently being developed and will be complete by the start of the 07-08 school year. The plan will then be implemented and employee training will be conducted. Upon completion, a copy of the Chemical Hygiene Plan will be submitted to DEQ. (DEQ does not approve or disapprove these plans but does place them within the school's information file.) Annual review, update and training will then be conducted at a minimum of once a year. A copy of the first review and update will be forwarded to DEQ for file.

Chemical Hygiene Plan Developed by August 31, 2007

Date Completed _____

Annual Plan Review/Update and training confirmation by June 30, 2008

Date Completed _____

Name of Responsible School Contact _____

Requirement 8 - Development and Implementation of an Additional Project That Improves the Overall Environmental Health of the School

To improve the overall health of the school environment, Generic School District has chosen to participate in EPA's "Tools for Schools" Indoor Air Quality Program. Implementation began concurrent to the laboratory cleanout. The school district will continue to develop this program and will submit an activity summary report for the 07-08 school year by June 30, 2008.

Authorities and Limitations

1. By signing this Memorandum of Understanding, the parties agree and recognize that the administration of Generic Public Schools is committed to providing *school laboratory chemical inventories* that contain only relevant and needed product. Commitment to the Chemical Hygiene Plan, including chemical purchasing procedures, shall ensure that school laboratories meet the stated criteria
2. The parties will conduct activities under this agreement within the scope of and to the extent authorized by their existing statutory authorities.
3. This agreement is an internal agreement among the parties, including components of the parties' organizations, and does not create or confer any right or benefit on any other person or party, private or public. Nothing in this agreement is intended to restrict the authority of any party to act as provided by law or regulation, or to restrict any agency from enforcing any laws within its authority or jurisdiction.
4. Nothing in this agreement creates any enforceable rights or obligations upon any of the parties.
5. This Memorandum of Understanding shall remain in effect until xxx, 2007.

Date

Dianne Nielson, Director
Utah Department of Environmental Quality

Date

XXXXX, Superintendent
Generic Public Schools

Date

XXXXX, Principal
Generic High School

*SOURCE: Montana DEQ